



EQUIPMENT MANUAL

*Division of WIC & Community Nutrition Services
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INTRODUCTION

This manual provides guidance for those in need of breastfeeding, hematologic, measuring, and weighing equipment in the clinic setting. Criteria on how to evaluate and select equipment are included and must be used when purchasing equipment.

A list of vendors is included but is subject to change. No endorsement is intended for any product or company. Contact your local medical equipment vendors for equipment information and current price lists.

GENERAL PURCHASING GUIDELINES

1. Check several manufacturer catalogs for comparison of similar models of equipment.
2. Contact other clinics that have purchased the same type of equipment and inquire about their experience with the equipment.
3. If the equipment is new to the market, ask if it can be field-tested.
4. Check on the guarantee against defects for one or more years by the manufacturing company and/or the vendor selling the equipment. Some vendors have an additional guarantee and/or extended warranties.
5. Ask if the manufacturer and/or vendor has a return or exchange policy, for unsatisfactory equipment. Ask about the length of time the return covers, as well as possible pick up of the equipment.
6. Does the vendor provide:
 - ◆ installation
 - ◆ service contract for routine maintenance
 - ◆ repair contract
 - ◆ spare parts
7. Ask how long the vendor has been in business.
8. Request references if the manufacturer does not provide a good guarantee.

EQUIPMENT GUIDELINES FOR MEASURING AND WEIGHING

To assist in attaining accurate measurements, invest in good equipment. Equipment must be maintained and regularly checked for proper functioning and accuracy. Equipment used to obtain length/height and weight measurements must, at a minimum, meet the criteria listed in this guide.

I. Choosing Equipment for Measuring Stature

Equipment for measuring length or height should be constructed of durable, easy to clean materials with no sharp edges or unfinished parts. Digital or electronic measuring scales should have a locked in length/height feature and low battery indicator or automatic shutoff. In addition to these general criteria, specific criteria must be met for recumbent and standing measuring equipment.

A. Equipment for Measuring Length – Recumbent

1. Infant measuring board for ages birth to 2 years*

a. Measuring tape

- Attached to a firm, flat, horizontal surface
- Flat, no rounded tape
- Clearly marked to one-eighth inch (1/8") or less
- Made of non-stretchable material

b. Headboard

- Rigid and attached to horizontal surface
- Perpendicularly mounted, always at right angle (90 degrees) to the measurement surface
- Minimum 6 inches wide

B. Equipment for Measuring Height – Standing

1. Measuring board for ages 2 years or older**

a. Measuring tape

- Attached to a firm, flat, vertical surface (entire tape mounted on a board or attached to a wall without floor molding)
- Flat, no rounded tape
- Clearly marked to one-eighth inch (1/8") or less

- Made of non-stretchable material

b. Headboard

- Movable and attached to vertical surface
- Perpendicularly mounted, always at right angle (90 degrees) to the measurement surface
- Minimum 2 inches wide

C. Maintenance of Measuring Equipment

1. Clean regularly.
2. Replace movable parts that are worn or loose.
3. Check the alignment of the headboard and footboard.

*Some children 18 months to 2 years may be exceptions.

**Some children 18 months to 3 years may be exceptions.

II. Choosing Equipment for Measuring Weight

Equipment for measuring weight should be constructed of durable, easy to clean materials with no sharp edges or unfinished parts. Beam balance scales with non-detachable weights, preferably without built-in measuring rods are recommended for routine clinic use. A good electronic scale may also be satisfactory. Spring balance scales, such as bathroom scales, are not recommended, as the spring counter balance mechanism may lose its accuracy after extended use. A scale must have an adjustment mechanism so it can be balanced at zero. Digital or electronic scales should have automatic-zero, automatic-tare and lock in weight features. In addition to these general criteria, specific criteria must be met for recumbent and standing scales.

A. Equipment for Measuring Weight

1. Recumbent Table Model Scale for Ages Birth to 2 Years*
 - Adequate infant tray that is sturdy and easy to clean
 - Scale marked in increments of 1 ounce or less
 - Capacity of at least 35 pounds
2. Standing Floor Model Scale for Ages 2 Years and Older**
 - Adequate platform that is sturdy and easy to clean
 - Scale marked in increments of 4 ounces or less
 - Capacity at least 300 pounds

*Some children 18 months to 2 years may be exceptions.

B. Maintenance of Weighing Equipment

1. The zero balance should be checked before every clinic session, routinely in the clinic, and after the scale has been moved.
2. The accuracy should be checked routinely by clinic staff and a professional vendor who is a registered agent (see below).
 - a. Routine clinic maintenance – all scales should be tested by using a standard weight for calibration on a regular basis. A set of certified calibrated (standard) weights are needed for this task. An adequate scale should be equally accurate with a 10-pound or 60-pound load.
 - b. Professional service – scales should be calibrated by vendors, at least annually, through the full range of weight that the scale measures. A vendor selling and repairing scales will calibrate the scales and sell standard weights for routine office checks. Most vendors offer a contract for annual/semi-annual service upon request. These vendors should be registered with the State Department of Weights and Measures.

III. Choosing Equipment for Hematologic Measurement

There are two different types of hematologic measurement equipment. Photometers measure the hemoglobin level in blood. Microhematocrit measurement machines measure the amount of red blood cells in blood.

A. Hematologic Measurement Equipment

1. Photometers
 - Easy to install instrument and accessories
 - Simple and accessible instrument controls
 - Instrument performs well with regard to: zero stability, calibration stability and linearity (range 0-21 g/dl)
 - Cuvettes appropriate for clinic use
 - Hemoglobin values obtained with instrument are comparable to the reference method values
 - Instrument maintenance requirements are manageable
 - Instrument manual is user friendly
2. Microhematocrit Measurement Equipment
 - Easy to install instrument and accessories
 - Simple and accessible instrument controls
 - Instrument performs well with regard to: speed specifications, timer accuracy, and temperature changes when in use

- PCV values obtained with the instrument are comparable to the reference method values
- Reading device is accurate
- Instrument maintenance requirements are manageable

B. Maintenance of Hematologic Equipment

1. For routine clinic maintenance follow the equipment manufacturer's maintenance guidelines in the instrument manual.
2. Hematologic equipment should be calibrated before clinic each day. Follow the equipment manufacturer's calibration guidelines in the instrument manual.

VENDOR LIST

On the following pages is a list of vendors that manufacture and sell breastfeeding, hematologic, weighing and measuring equipment. Contact your local medical equipment vendor or one of the vendors listed to purchase equipment.

THIS IS ONLY A PARTIAL VENDOR LIST. You may purchase from other vendors providing the equipment meet the State criteria. When selecting and purchasing equipment use the general purchasing guidelines for selecting equipment on page 3.

Equipment prices will vary based on the vendor of choice and the year of purchase. Keep this in mind when selecting equipment.

BREASTFEEDING EQUIPMENT

Ameda Breastfeeding Products

c/o Hollister Incorporated
2000 Hollister Drive
Libertyville, Illinois 60048
Phone: 1-800-323-8750
Email: us.ameda.feedback@ameda.com
www.hollister.com

Avent America, Inc.

475 Supreme Drive
Bensenville, IL 60106
Phone: 1-800-542-8368
Email: inquiries@aventamerica.com
www.aventamerica.com

Bailey Medical Engineering

2216 Sunset Drive
Los Osos, CA 93402
Phone: 1-800-413-3216
Email: folks@baileymed.com
www.baileymed.com

Medela, Inc.

P.O. Box 660
McHenry, IL 60051-0660
Phone: 1-800-435-8316
Email: customer.service@medela.com
www.medela.com

Whittlestone, Inc.

P.O.Box 2237
Antioch, CA 94531
Phone: (877) 608-6455
Email: mail@whittlestone.com
www.whittlestone.com

HEMATOLOGIC EQUIPMENT

Separation Technology, Inc.

1096 Rainer Drive

Altamonte Springs, Florida 32714-3846

Phone: 1-800-777-6668

Email: custserv@separationtechnology.com

www.separationtechnology.com

Vitron

1325 Colvin Forest Drive

Vienna, VA 22182-1317

703/366-1077

Phone: 1-800-848-7661

Fax: 703-759-7025

Email: vitron@msn.com

www.hemocue.com/hemocueus

MEASURING AND WEIGHING EQUIPMENT

Perspective Enterprises

7829 Sprinkle Road.

Portage, MI 49002

Phone: 1-800-323-7452

Fax: 616-327-0837

Email: pepdc@perspectiveent.com

www.perspective.com

Detecto

366 N. Broadway - Suite 314

Jericho, New York 11753

Phone: 1-800-641-2008

Fax: 516-937-0524

Email: detecto@cardet.com

www.detectoscale.com

Health-O-Meter, Inc.

7400 W. 100th Place

Bridgeview, IL 60455

Phone: 1-800-815-6615

<http://balanc.temp.veriohosting.com/healtho/>

SECA Corporation

Medical Scales and Measuring Devices

1352 Charwood Road, Ste E

Hanover, MD 21076

Phone: 1-800-542-7322

Fax: 1-410-694-9680

Email: us@seca.com

www.seca.com